



Introduction

This manual is designed to assist Accela applicants who must apply for a standard Grading and Erosion Control Permit within the City of Colorado Springs. Home builders and other entities needing an Associate GEC Permit (single or multiple lots within a subdivision) should refer to the Associate GEC Manual for application instructions.

Before getting started, here is some of the information you will need to complete your application:

- Property address and parcel number. If parcel number is not known, you may need to search on the El Paso County Assessor's website at <https://assessor.elpasoco.com/user-friendly-parcel-search-tool>.
- Property owner's name, mailing address, phone number and email address. (Can be found on GEC Plan or CSWMP.)
- GEC Administrator's name, mailing address, phone number and email address. The GEC Administrator will be the site representative responsible for all self-inspections, maintaining the project's CSWMP, and authorizing repair and maintenance of construction control measures.
- Master Project Number. The master project number should be obtained by contacting the Project Engineer that designed the GEC Plan and CSWMP. The master project number will also be displayed below the City approval signature on the GEC Plan cover sheet.
- Method of Payment. Payments can be made by either credit card or electronic funds transfer.





GETTING STARTED

Create an Account

1. Visit <https://aca-prod.accela.com/COSPRINGS/Default.aspx>
2. On the login page, click on “New User: Register For an Account”

Search existing records

Home Police Records Public Works Business Licensing Stormwater

Advanced Search

User Name or E-mail: Password:

☐ Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Welcome to the new Citizen Portal
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with **Accela, Inc.**, we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

To get started, select one of the services below

- For help with Public Works permits or inspections, please call 719-385-2677.
- For help with Police Records, please call 719-444-7463..

3. Check box upon reading disclaimer to acknowledge acceptance of terms. Continue Registration.

Home Police Records Public Works Business Licensing Stormwater

Advanced Search

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

1 **General Disclaimer**
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

2 ☒ I have read and accepted the above terms.

3

4. Fill in all required information. Fields with a red asterisk are required. Select “Add New” under contact information and complete form. Continue Registration.





User Manual GEC Permit Application

Account Registration Step 2: Enter/Confirm Your Account Information

* indicates a required field.

Login Information

1

Enter your User Name and Password. You must also enter a unique email address

* User Name:	<input type="text"/>	* E-mail Address:	<input type="text"/>
* Password:	<input type="password"/>	* Type Password Again:	<input type="password"/>
* Enter Security Question:	<input type="text"/>	* Answer:	<input type="text"/>

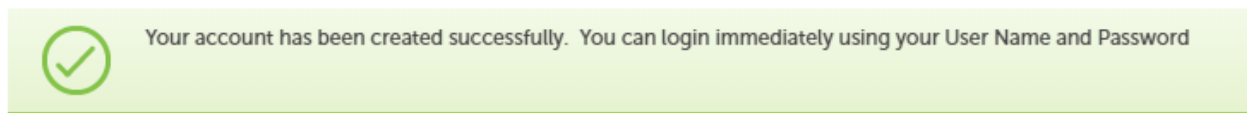
Contact Information

Choose how to fill in your contact information.

2 [Add New](#)

3 [Continue Registration »](#)

5. You will receive the following message indicating your account has been created.



Logging In

1. On the login page, enter user name or e-mail and password and click "Login"

User Name or E-mail:	<input type="text"/>	Password:	<input type="password"/>	Login »
<input type="checkbox"/> Remember me on this computer I've forgotten my password New Users: Register for an Account				

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In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

To get started, select one of the services below

- For help with Public Works permits or inspections, please call 719-385-2677.
- For help with Police Records, please call 719-444-7463..





User Manual GEC Permit Application

2. Upon successful login, user will be taken to the Accela Citizen Access home screen.

[Home](#) [Police Records](#) [Public Works](#) [Business Licensing](#) [Stormwater](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#)

Hello, FEng LEng

Saved in Cart (0)

View Cart

There are no items in your shopping cart right now.

My Collection (0)

View Collections

You do not have any collections right now.

Work in progress ?

View All Records

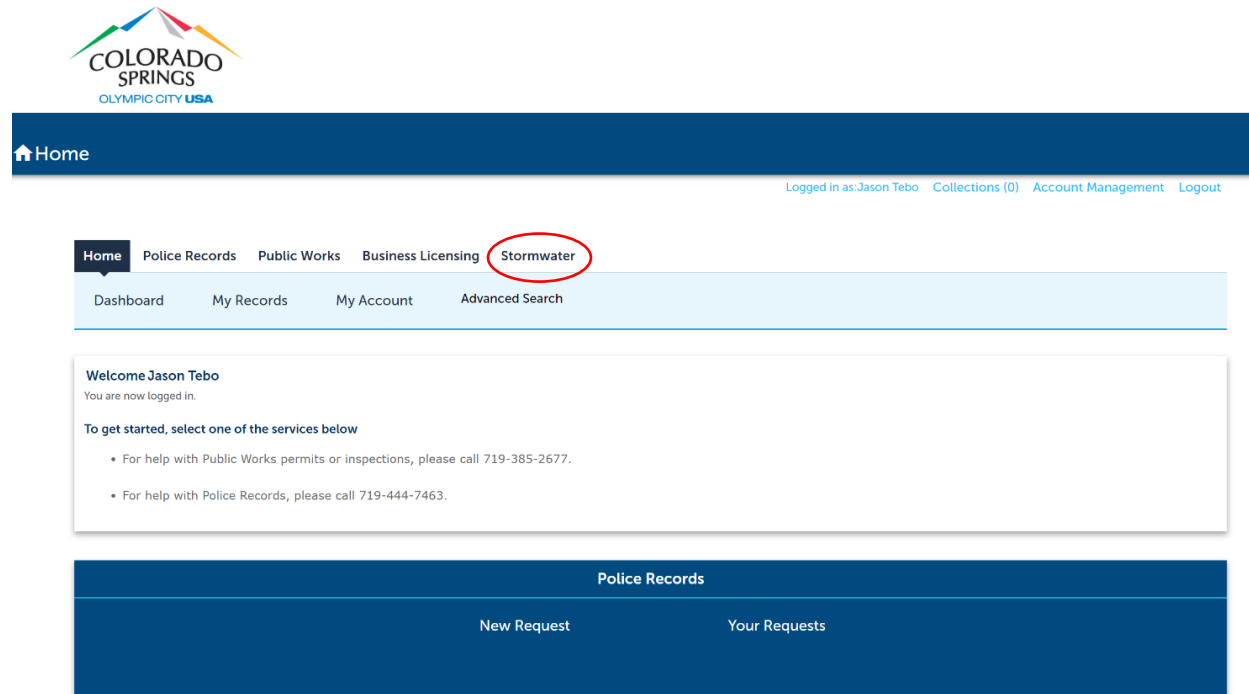
Record Name	Record ID	Module	Creation Date	Action
No records found				





GEC PERMIT APPLICATION

1. Visit <https://aca-prod.accela.com/COSPRINGS/Default.aspx> and login/create account. (See Getting Started above)
2. Upon logging in, user will be taken to the home screen. Select the Stormwater tab.



3. Select "Apply for a Permit" and check box after reading disclaimer. Select "Continue Application."





User Manual GEC Permit Application

Home Police Records Public Works Business Licensing **Stormwater**

1

Apply for a Permit

Search Permits

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, at convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

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2



I have read and accepted the above terms.

3

Continue Application »

4. Select "SWENT GEC Permit" and continue application.

Home Police Records Public Works Business Licensing **Stormwater**

Apply for a Permit

Search Permits

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



Search

Stormwater Permits

☐ SWENT Associate GEC Permit

1

☒ SWENT GEC Permit

2

Continue Application »

5. Enter all applicable location information. If parcel number is not known, you may need to search on the El Paso County Assessor website at <https://assessor.elpasoco.com/user-friendly-parcel-search-tool>. Continue Application.



1

Address

* Street No.:

2880

Direction:

--Select--

* Street Name:

International

Street Type:

CIR

Unit Type:

--Select--

Unit No.:

City:

Colorado Springs

State:

CO

Zip:

80910

Search

Clear

2

Parcel

* Parcel Number:

6416303006

Search

Clear

Save and resume later

3

Continue Application »

6. Enter Owner information. This information can usually be found on GEC Plan or CSWMP. **Ensure that the correct property owner information is provided.**

SWENT GEC Permit

1 Location & People	2 Permit Detail	3 Review	4 Pay Fees	5 Record Issuance
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Step 1: Location & People > Contact Information

* indicates a require

Owner

* Owner Name:

City of Colorado Springs

Title:

Organization Name

* Address Line 1:

2880 International Circle

Address Line 2:

* City:

Colorado Springs

* State:

CO

* Zip:

80910

* Phone:

(719) 555-1234

* E-mail:

sample@coloradosprings.gov

Search

Clear

7. Scroll down. If applicant will also serve as GEC Administrator, click "Select from Account" under "GEC Administrator" and "Applicant." Continue Application. Go to step 9. (If the GEC Administrator will be someone else or a third party contractor, skip this step and see step 8).

GEC Administrator

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

1 Select from Account
Add New

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

2 Select from Account
Add New

Save and resume later
3 Continue Application >

8. If the GEC Administrator is anyone other than applicant, select "Add New." Enter GEC administrator information and select "Continue." Under Applicant, click "Select from Account." Continue Application.

GEC Administrator

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account
1 Add New

Complete form and select "continue"

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

2 Select from Account
Add New

Save and resume later
3 Continue Application >

9. Enter project details. The master project number should be obtained by contacting the Project Engineer. The master project number will also be displayed below the City approval signature on the GEC Plan. Project location should be written as Subdivision Name Filing No. XX. Continue Application.



User Manual GEC Permit Application

SWENT GEC Permit

1 Location & People 2 Permit Detail 3 Review 4 Pay Fees 5 Record Issuance

Step 2: Permit Detail > Page 1

* indicates a required field.

Custom Fields

1

GENERAL INFORMATION

* Master Project Number: STM-MP20-0001

Project Location (Subdivision): X Subdivision Filing No. 6

* Anticipated Start Date: 02/22/2021

* Anticipated Area of Disturbance: 4.35 Acres

* Project Type: Commercial

2 **Continue Application »**

Save and resume later

10. Review all details on the review page. If any information is incorrect, select "edit" on applicable sections. If information is correct, read certification, check box and select "Continue Application."

Custom Fields

GENERAL INFORMATION **Edit**

Master Project Number: STM-MP20-0001

Project Location (Subdivision): Subdivision Filing No. 6

Anticipated Start Date: 02/22/2021

Anticipated Area of Disturbance: 4.35

Project Type: Commercial

1

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

2 ☐ By checking this box, I agree to the above certification. Date:

3 **Continue Application »**

Save and resume later

11. Review fee information and select "Continue Application."





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[Apply for a Permit](#) [Search Permits](#)

SWENT GEC Permit

1 Location & People 2 Permit Detail 3 Review 4 Pay Fees 5 Record Issuance

Step 4 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
GEC Permit Fee - 1 to 5 acres	1	\$1,000.00

TOTAL FEES: \$1,000.00

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

12. Select payment method. Enter all required information (for bank account, routing and account number will be needed). Select "Submit Payment."






Amount to be charged: \$1,000.00

- 1 ☒ Pay with Credit Card
☐ Pay with Bank Account

2

Credit Card Information:

* Card Type:	* Card Number:	* Security Code: 
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>
* Name on Card:	* Exp. Date:	
<input type="text"/>	<input type="text" value="01"/> <input type="text" value="2021"/>	

Credit Card Holder Information:

☐ Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

3 [Submit Payment »](#)

13. Once payment is accepted, make a note of GEC Permit number.





[Home](#) [Police Records](#) [Public Works](#) [Business Licensing](#) [Stormwater](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#)


1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

 Your request has been successfully submitted.
Please print or retain a copy of your request for your records.

30 OwnAddress (102, N, AVE, 08), Colorado Springs CO 80908

STM-GEC21-0008

14. Once application is complete and payment is processed, the applicant will receive a confirmation email. This email will include your permit number and the name and phone number of your City inspector. Once the permit application has been reviewed and is "conditionally approved" by the City, a pre-construction meeting and an initial site inspection will be scheduled with the GEC Inspector. **No major earth disturbance activities may be conducted (with the exception of installation of **initial** sediment and erosion control measures) until the GEC permit is approved by the City Inspector during this Initial Inspection.** Refer to the City of Colorado Springs Stormwater Construction Manual for additional information relating to initial inspection requirements.

